



COMPTON UNIFIED SCHOOL DISTRICT **SOCIAL DISTANCING PROTOCOL**

To help combat the spread of the coronavirus, or COVID-19, the Compton Unified School District has implemented the following protocol. **Please DO NOT enter, if you have a fever, cough, or flu-like symptoms.** Return when you are well and have fully recovered.

Ensuring Employee Health:

- Everyone who can carry out their work duties from home has been directed to do so.
- Essential staff are reporting to work on reduced hours and/or in staggered schedules, as much as possible.
- All employees have been told not to come to work if sick.
- Signs are posted informing the public that they should not enter the facility if they have a cough or fever.
- All desks or individual work stations are separated by at least six feet.
- Break rooms, restrooms, and high-touch areas (doorknobs, push-bars, faucets, toilet flush handles, keyboards), are being disinfected daily.
- Disinfectant and related supplies are available to all employees at the following location(s): through each site's custodial office.
- Hand sanitizer is available to all employees in the main office of each school site and/or department.
- Soap and water are available to all employees in break rooms and/or restrooms.
- Employees are provided masks when working in public or in close proximity of others.
- Copies of this Protocol have been distributed to all employees and available on District website.

Preventing Crowd Gatherings:

- All sites are closed to the public, except those designated for meal distribution and COVID-19 testing.
- Parents and families of students are to schedule appointments with ample incremental gaps so as to ensure social distancing between each appointment.
- Walk-ins are not permissible at this time, except when picking up student meals from designated sites.
- Markers indicating 6 feet distancing are placed where walk-ins may gather.
- All meetings are now scheduled through internet-based group meeting platforms.

Keeping At Least Six Feet Apart:

- All employees have been instructed to maintain at least six feet distance from everyone and from each other, except employees may momentarily come closer when necessary to accept and deliver goods or services, or as otherwise necessary.
- Employees who use district vehicles and travel as teams must wear a mask and gloves. Otherwise, district employees should make every effort to drive alone and wear appropriate PPE in public.

Preventing Unnecessary Contact:

- Payroll, Business Services, and Human Resources staff will use mask and gloves when handling documents with wet signatures and mail.
- Mail is collected by one individual and distributed once a day, with proper protective equipment.

Increased Sanitization:

- Disinfecting wipes and/or disinfecting sprays, effective against COVID-19, are available in all offices.
- All mail is to be disinfected, before distribution.
- Staff will disinfect high-touch areas daily, including electronic office equipment such as keyboards.
- Hand sanitizer, soap and water, or effective disinfectant is available to employees and any parents/families during appointments, in main offices.